US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Goods and Services Receipt Processes for Commercial Vendor Services (CVS)

United States Army Financial Management Command (USAFMCOM)
Operational Support Team

Action, Conditions and Standard

ACTION: Log into the General Fund Enterprise Business System (GFEBS) and effectively execute the input of Goods and Services Receipt documentation data into GFEBS

CONDITIONS: Given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

STANDARD: Access the appropriate module of GFEBS to process the applicable Accounts Payable documentation while adhering to system procedures and maintaining Separation of Duties (SOD)

References

❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*

http://www.dod.mil/comptroller/fmr

❖ Department of Defense Guide for Miscellaneous Payments

http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

❖ DFAS-IN Manual 37-100-FY, The Army Management Structure

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

❖ Defense Federal Acquisition Regulation (DFAR)

http://www.Acq.osd.mil/dp/dfars.html

❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)

http://www.fms.treas.gov/prompt/5cfr1315.pdf

❖ DFAS-IN 37-1 Regulation

http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm

- ➢ L101E   GFEBS Overview
- ➢ L201E   Integrated Process Overview
- ➢ L210E   Financials Process Overview
- ➢ L250E   Acquisition process Overview
- ➢ L251E   Accounts Payable Process overview
- ➢ L303E   GFEBS Navigation and Reports
- ➢ L410E   Introduction to Financials
- ➢ L413E   Financial Reporting
- ➢ L416   Cash balancing
- ➢ L451E   Material and Vendor Master Data Maintenance
- ➢ L454   Goods Receipt Processing
- ➢ L455   Invoice Processing
- ➢ L457E   Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

https:// www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC

Agenda

► **Receiving Report Input processes**

　► GR- Role based Capabilities

　　► **MIGO** – Enter Goods Receipt
　　　(GR)

► **Receiving Report Input Reversal Processes**

► **Service Entry Sheets (SES)**

　　► **ML81N** – Service Entry Sheet (SES) Input

► **Service Entry Sheet (SES) Reversal Processes**

　► Check on Learning

► **GFEBS Useful Links**

► **Questions?**

Receiving Report Input Processes

Goods Receipt (GR)

   As defined by FAR 2.101, a Receiving Report is written evidence that indicates Government Acceptance of supplies delivered or services rendered. A complete receiving report (usually a DD Form 250) indicates that a port, shed, warehouse, or shipping terminal operator acknowledged the receipt of items listed under customary or specified contract terms and conditions. It is the responsibility of the CVS team to ensure Goods Receipt documentation is properly researched prior to input in GFEBS to avoid duplicates or overpayments.

Note: Receipt data is currently being received in GFEBS directly from an interface with iRAPT, formerly WAWF. Manual input of Receipts is becoming obsolete and only done manually when the interface fails and where iRAPT

GR Role-based Capabilities

The following personnel will have the ability to execute the transactions covered in this block of instructions based on their assigned position and GFEBS Roles:

> ~~Chief of CVS (FMSU)~~

> ~~Senior CVS Analyst (FMSU)~~

> ~~Senior CVS Analyst (FMSD)~~

> ~~CVS Analyst (FMSD)~~

> ~~CVS Technician (FMSD)~~

> **CVS Clerk (FMSD)**

Note: Although only the CVS Clerk has the ability to process a Goods Receipt, the transactions may be "viewed" by all CVS personnel during PO research.

Receiving Report Input

The user roles that will be involved in the Goods receipt/acceptance function are the Goods Receipt Processor, Goods Receipt/Invoice Receipt Processor, and the Goods Receipt Interface Processing Monitor. The GR is input into GFEBS using Movement Codes. These codes are based on the dates of Receipt and Acceptance listed on the Receiving Report.

Examples:

Movement Type Used	**Receiving Report Dates**
➤ MIGO MT-101 (Receipt and Acceptance)	➤ Receipt and Acceptance – Same Dates
➤ MIGO MT-103 (Receipt) MIGO MT-105 (Acceptance)	➤ Receipt Date – 06/07/2014 ➤ Acceptance Date – 06/09/2014

MIGO- Enter Goods Receipt (GR)

**Example "Movement Type- 103"** **Note: Demonstrate using Walkthrough PO 1**

SAP Easy Access - User Menu

| Menu ▾ | MIGO | ◀ | Log off | System ▾ |

Enter

Goods Receipt Purchase Order - Tameria O'Dell

| Menu ▾ | | ◀ | Back | Exit | Cancel | System ▾ | Show Overview | Restart | Hold | Check | Post | Help |

| Goods Receipt ▾ | Purchase Order ▾ | | GR into blocked stck | 103 |

1

Enter the "Movement Type"

| General | Vendor | 👥 |

| Document Date | 11/13/2014 | Delivery Note |
| Posting Date | 11/13/2014 | Bill of Lading |
| ☐ Collective Slip ▾ |

Movement Type (Inventory Management) (1)

MvT ≙	Text
101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal

103 and 105 - Movement Types (Different GR and GA dates)

b. DESTINATION

☐ CQA ☒ X ACCEPTANCE of listed items

has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

10-Nov-14 *Michael O. Scott*

Quantities shown in column 17 were received in apparent good condition except as noted.

8-Nov-14 X

DATE RECEIVED

Mathew P. Alexander

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: Mathew P. Alexander

*Physical copy of BR

Note: *2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 "Movement Types".*

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103" (Cont'd)

Goods Receipt Purchase Order - Tameria O'Dell

Menu ◢ | ◀ | Back | Exit | Cancel | System ◢ | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt ▼ | Purchase Order ▼ | [ ]

General | Vendor

Document
Posting D

Purchasing Document Number (1)

Purchasing Document Per PIIN/SPIIN

PIIN **W912D115P0**
SPIIN **404**
Purchasing Document
Maximum No. of Hits **500**

2

The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO

3 Enter the desired search string

4

Purchasing Document Number (1)

Purchasing Document Per PIIN/SP

PIIN | ... | Purch.D...
W912D1-15-P-0404

5

Double click on contract number or click the green checkmark below, then press enter to populate the MIGO screen.

MATERIAL INSPECTION AND RECEIVING REPORT

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the gathering and maintaining the data needed, and completing a

Physical copy of RR

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE

SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAIN

INSTRUMENT IDENTIFICATION	ORDER NO.	6. INVOICE NO./DATE
W912D1-15-P-0404		526304	9-Nov-14

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103"

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ▾ | ◀ | Post | Back | Exit | Cancel | System ▾ | | Show Overview | Restart | Hold | Check | Post | Help |

Goods Receipt ▾ | Purchase Order ▾ | | GR into blocked stck | 103

General | **Vendor** |

Document Date | 11/08/2014
Posting Date | 11/13/2014
Collecti... Slip ▾

Vendor | LIBERTY AL AHLIYA GENERAL TRA
...aderText | 1st Partial Shipment

Calendar

Click the 8th to populate the Document Date

November 2014

	Mo	Tu	We	Th	Fr	Sa	Su
44	27	28	29	30	31	1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30
49	1	2	3	4	5	6	7

6

Enter Receipt Date

7

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

103 Movement Types (Different GR and GA dates)

b. DESTINATION

CQA | X | ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

physical copy of RR

10-Nov-14 | Michael O. Scott

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

8-Nov-14 | X
DATE RECEIVED

Mathew P. Alexander
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: | Mathew P. Alexander

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103" (Cont'd)

Line	Mat. Short Text		Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...	...	Stock Type
1	Miller Sturdy concr		76VV0065	ARMY	6100.310A			103	+	
2	1990 Reiniert genera...		76VV0065	ARMY	6100.310A			103	+	
3	010 Reiniert generator, 100HP		76VV0065	ARMY	6100.310A			103	+	

🖶 🖨   H H 🗑 Delete   📄 Contents   ✂   💾 💹

8 — Click on the Line Item you want to record as "Received".

Material   **Quantity**

9 — Select the "Quantity" TAB

10 — Ensure the "Qty in Unit of Entry" matches the Receiving Report. If the quantity is different than the RR, then it must be changed here

Qty in Unit of Entry   `4.000`   EA

Insert Qty

11

Qty in Delivery Note   **4.000**

Quantity Ordered   `4.000`   EA

15.	16. STOCK/PART NO. DESCRIPTION	17. QUANTITY	18.	19.	20.
ITEM NO.	(Indicate number of shipping containers - type of container - container number)	SHIP/REC'D'	UNIT	UNIT PRICE	AMOUNT
0001	Miller Sturdy concrete saw (HG361)	4	EA	6,543.21	$ 26,172.84
0002	1990 Reiniert generator, 50 HP	3	EA	31,401.80	$ 94,205.40
0003	2010 Reiniert generator, 100HP	2	EA	53,020.98	$ 106,041.96

Physical copy of RR

☑ Item OK

12 — Click OK

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103" (Cont'd)

Material	Quantity	**Where**		Account Assignment	Customer Data

Movement Type   103   [ ] [+] GR acct ass. to blk

Plant   ASG-Kuwait

Goods recipient

Unloading Point

Text   **Partial Goods Received**

[✓] Item OK   Line   1

13 Select "Where" TAB

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250

14

Required field must contain comments related to this Line Item Only.
Examples:
- Partial Goods Received
- All Goods Received
- CLIN Exhausted

1

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field or may also Double Click on the next Line Item. *(See example to the right)*

Line	Mat. Short Text	OK	Qty in UnE
1	Miller Sturdy concrete saw (HG361)	✓	4.000
2	1990 Reiniert erator, 50 HP	☐	3.000
3	2010 Reiniert ge ator, 100HP	☐	2.000

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...	...	Stock Type
1	Miller Sturdy concrete saw (HG361)	✓	4.000	EA		76VV0065	ARMY	6100.310A			103	+	
2	1990 Reiniert generator, 50 HP	✓	3.000	EA		76VV0065	ARMY	6100.310A			103	+	
3	2010 Reiniert generator, 100HP	✓	2.000	EA		76VV0065	ARMY	6100.310A			103	+	

> After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as "OK" prior to continuing.

13. SHIPPED TO	CODE	W95075		ARKED FOR		

3rd BDE Logistics (S4) *Physical copy of RR*

Camp Arifjan, KU APO AE 09366

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Miller Sturdy concrete saw (HG361)	4	EA	6,543.21	$ 26,172.84
0002	1990 Reiniert generator, 50 HP	3	EA	31,401.80	$ 94,205.40
0003	2010 Reiniert generator, 100HP	2	EA	53,020.98	$ 106,041.96

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 103" (Cont'd)

After verifying all information is correct, Click the "Check" button.

This is a "Warning" messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

Click the Checkmark to continue.

MIGO- Enter Goods Receipt (GR) (Cont'd)

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ▲ | | ◄ | Post | Back | Exit | Cancel | System ▲ | | Show Overview | Restart | Hold | Check | Post | Help |

| Goods Receipt ▼ | Purchase Order ▼ | | | | | | GR into bloc... stck | | 103 |

General | Vendor | 🐾

| Document Date | 11/08/2014 | Delivery Note | | Ve... |
| Posting Date | 11/13/2014 | Bill of Lading | | Hea... |

☐ Collective Slip ▼

1

Click "Post" to save your work and record the Receipt against the Purchase Order (PO)

Line	Stat...	Mat. Short Text	...	Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...
1	⬜⬜⬜	Miller Sturdy c...		76VV0065	ARMY	6100.310A			103
2	⬜⬜⬜	1990 Reiniert gen...		76VV0065	ARMY	6100.310A			103
3	⬜⬜⬜	2010 Reiniert genera..., 100HP		76VV0065	ARMY	6100.310A			103

🟩 All Goods have been Received

🔺 Only partial Goods have been Received

🔴 More Goods than ordered have been Received (will not process)

Note: Writing the GFEBS number on the document will ensure better audit trail

System Notification to alert the user the transaction was successfully saved will be shown at the bottom of the screen. This number is permanently assigned to the MIGO transaction. Must be used to query and identify it in the future.

23. CONTRACTOR USE ONLY

5000007690

DD FORM 250, AUG 2000   PREVIOUS EDITIO

☑ Material document 5000007690 posted

MIGO- Enter Goods Receipt (GR)

Example "Movement Type- 105"

Note: *2 separate MIGO Transactions will have to be processed in order to report both 103 and 105 "Movement Types".*

Enter the "Movement Type"

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105" (Cont'd)

Goods Receipt Purchase Order - Tameria O'Dell

Menu ▲ | ◄ | Back | Exit | Cancel | System ▲ | Show Overview | Restart | Hold | Check | Post | Help

Goods Receipt ▼ | Purchase Order ▼ | [ ] | [ ]

GR into blocked stck

Purchasing Document Number (1)

▼ **Purchasing Document Per PIIN/SPIIN**

PIIN | **W912D115P0**
SPIIN | **404**
Purchasing Document | [ ]
Maximum No. of Hits | 500

General | **Vendor**

Document
Posting D

Enter the desired search string

3

The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO

2

4

Purchasing Document Number (1)

► Purchasing Document Per PIIN/S

PIIN | ... | Purch.D.
W912D1-15-P-0404 | |

5

Double click on contract number or click the green checkmark below, then press enter to populate the MIGO screen.

MATERIAL INSPECTION AND RECEIVING REPORT

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the gathering and maintaining the data needed, and completing a

Physical copy of RR

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE

SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAIN

INSTRUMENT IDENTIFICATION | ORDER NO. | 6. INVOICE NO./DATE

W912D1-15-P-0404 | 526304 | 9-Nov-14

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ◢ | | ◀ | Post | Back | Exit | Cancel | System ◢ | | Show Overview | Restart | Hold | Check | Post | Help |

| Goods Receipt ▼ | Purchase Order ▼ | 4502013185 | | ⊘ 🖫 ⊞ | GR from blocked stck | 105 |

General   **Vendor**   🔗

Document Date   11/10/2014

Posting Date   11/13/2014

☐ Colle___lip ▼

6

Enter Acceptance Date

Calendar

11/08/2014

40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12
42	13	14	15	16			
43	20	21	22				
44	27	28	29				
45	3	4	5				

Novemb___

	Mo	Tu	We				
44	27	28	29	30	31	1	2
45	3		5	6	7	8	9
46	10	1	12	13	14	15	16
47	17	18	19	20	21	22	23
48	24	25	26	27	28	29	30
49	1	2	3	4	5	6	7

Click the 10th to populate the Document Date

✔ ✖

Vendor   LIBERTY AL AHLIYA GENERAL TRA

HeaderText   1st Partial Shipment

7

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)

Examples:
- **Final Shipment (1F, 10F)**
- **Partial Shipment (1P, 10P)**

105 Movement Types (Different GR and GA dates)

b. DESTINATION

☐ CQA ☒ X   ACCEPTANCE of listed items has been made by me or under my supervision ___ they conform to ___ ___ ___ herein or on supporting documents.

<Physical copy of RR

10-Nov-14   *Michael O. Scott*

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

8-Nov-14   X   *Mathew P. Alexander*

DATE RECEIVED   SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: Mathew P. Alexander

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...
1	Miller Sturdy concrete saw (HG361)	☐	4.000	EA		76VV0065	ARMY	6100.310A			105
	1990 Reiniert generator, 50 HP	☐	3.000	EA		76VV0065	ARMY	6100.310A			105
	2010 Reiniert generator, 100HP	☐	2.000	EA		76VV0065	ARMY	6100.310A			105

7

> Click on the Line Item you want to record as "Accepted".

> Select the "Quantity" TAB

Material	**Quantity**	**8**	e Order Data	Partner	Account Assignment	Customer Data

Qty in Unit of Entry   4.000   **9**

> Ensure the "Qty in Unit of Entry" matches the Receiving Report

Insert Qty

10

Qty in Delivery Note   4.000

Quantity Ordered   4.000   EA

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Miller Sturdy concrete saw (HG361)	4	EA	6,543.21	$ 26,172.84
0002	1990 Reiniert generator, 50 HP	3	EA	31,401.80	$ 94,205.40
0003	2010 Reiniert generator, 100HP	2	EA	53,020.98	$ 106,041.96

*Physical copy of RR

✓ Item OK   **11**   > Click OK

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...
1	Miller Sturdy concrete saw (HG361)	☐	4.000	EA		76VV0065	ARMY	6100.310A			105
2	1990 Reiniert generator, 50 HP	☐	3.000	EA		76VV0065	ARMY	6100.310A			105
3	2010 Reiniert generator, 100HP	☐	2.000	EA		76VV0065	ARMY	6100.310A			105

It is the responsibility of the user processing the Goods Receipt (GR) to ensure the "Receiving Report" was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract.

*Physical copy of RR

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D'	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Miller Sturdy concrete saw (HG361)	4	EA	6,543.21	$ 26,172.84
0002	1990 Reiniert generator, 50 HP	3	EA	31,401.80	$ 94,205.40
0003	2010 Reiniert generator, 100HP	2	EA	53,020.98	$ 106,041.96

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Material	Quantity	**Where**	count Assignment	Customer Data

Movement Type [105] [ ] + GR acc.ass.fm blckd   Unrestricted u ▼

Plant   ASG-Kuwait

Goods recipient [   ]

Unloading Point [   ]

Text   **Partial Goods Received**

☐ Item OK   Line [1]

12 Select "Where" TAB

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250

Required field must contain comments related to <u>this Line Item Only.</u>
Examples:
- Partial Goods Received
- All Goods Received
- CLIN Exhausted

13

1

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field <u>or</u> may also Double Click on the next Line Item. *(See example to the right)*

Line	Mat. Short Text	OK	Qty in UnE
1	Miller Sturdy concrete saw (HG361)	☐	4.000
2	19 Beiniert generator, 50 HP	☐	3.000
3	2010 einiert generator, 100HP	☐	2.000

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	Miller Sturdy concrete saw (HG361)	✓	4.000	EA		76VV0065	ARMY	6100.310A
2	1990 Reiniert generator, 50 HP	✓	3.000	EA		76VV0065	ARMY	6100.310A
3	2010 Reiniert generator, 100HP	✓	2.000	EA		76VV0065	ARMY	6100.310A

After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and that all applicable items are checked as "OK" prior to continuing.

*Physical copy of RR

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Miller Sturdy concrete saw (HG361)	4	EA	6,543.21	$ 26,172.84
0002	1990 Reiniert generator, 50 HP	3	EA	31,401.80	$ 94,205.40
0003	2010 Reiniert generator, 100HP	2	EA	53,020.98	$ 106,041.96

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105" (Cont'd)

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ▲ | | ◀ | Post | Back | Exit | Cancel | System ▲ | | Show Overview | Restart | Hold | Check | Post | Help |

| Goods Receipt ▼ | Purchase Order ▼ | | | | ⚙️🔍🔳 | GR from blocked stck | 105 |

📁 Head.data

Line	Mat. Short Text	OK	Qty in U...		...L Account
1	Miller Sturdy concrete saw (HG361)	☑	4.000		...100.310A
2	1990 Reiniert generator, 50 HP	☑	3.000		...100.310A
3	2010 Reiniert generator, 100HP	☑	2.000		...100.310A

1

After verifying all information is correct, Click the "Check" button.

Display logs

Typ	Item	Message text	LTxt
⚠️	3	Deficit of PU Ordered quantity 1.000 EA : ASGK	❓

This is a "Warning" message notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

✅ ⚙️ 👓 Technical Information ⏮️ ◀️ ▶️ ⏭️ 🔽 🖨️ 📑 🔁 Current display variant 📋 📋

G... cipient

...int

T... 1st Partial Shipment

only).

16 Click the Checkmark to continue.

25

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 105"

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu | | ◄ | Post | Back | Exit | Cancel | System | | Show Overview | Restart | Hold | Check | Post | Help |

Goods Receipt | Purchase Order | | | GR from blocked stck | 105

Head.data

Line	Stat...	Mat. Short Text		G/L Account
1	🟢	Miller Sturdy concrete saw (HG361)		6100.310A
2	🟢	1990 Remiert generator, 50 HP		6100.310A
3	🟢	2010 Renie...100HP		6100.310A

Click "Post" to save your work and record the Receipt against the Purchase Order (PO)

🟩 All Goods have been Received

🔺 Only partial Goods have been Received

🔴 More Goods than ordered have been Received (will not process)

| Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment |

Note: Writing the GFEBS number on the document will ensure better audit trail

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO transaction. Must be used to query and identify it in the future.

23. CONTRACTOR USE ONLY

5000007691

DD FORM 250, AUG 2000   PREVIOUS EDITIO

1st Partial Shipment

☑ Item OK   Line   3

☑ Material document 5000007691 posted

26

ME23N- PO Status After MIGO Input

SPS PO - US Dollars 4502013185 Created

| Menu ▲ | | | ◄ | Back | Exit | Cancel | System ▲ | | Docum |

SPS PO - US Dollar ▼ 4502013185   Vendor   SCG07003 LIBERTY AL AHLIYA GENER   Doc. date   09/04/2014

PO Status after MIGO Input

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | **Status** | Cu |

🔢 Active	Ordered	9.000 EA	226,420.20 USD
📄 Not Yet Sent	Delivered	9.000 EA	226,420.20 USD
🚚 Fully Delivered	Still to deliv.	0.000 EA	0.00 USD
Σ Not Invoiced	Invoiced	0.000 EA	
	Down paymts		

Note: "Delivered" is the total of all CLINS. Item Detail below shows individual CLINS

Item   [10] Miller Sturdy concrete saw (HG3 ▼   ▲▼

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignmen | **Purchase Order History** | Texts |

Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.cur	Σ Qty in OPUn	DelCostQty (C
WE	105	5000007691	1	11/13/2014	4.000	0.000	EA	26,172.84	USD	4.000	
WE	103	5000007690	1	11/13/2014	0.000	0.000	EA	0.00	USD	0.000	
Tr./Ev. Good				·	4.000		EA	· 26,172.84	USD	· 4.000	

MIGO input. Click to view saved transaction (check each CLIN to view their History)

MIGO- Enter Goods Receipt (GR)

Example "Movement Type- 101"

SAP Easy Access - User Menu

Menu ⏷   **MIGO**   ◀   Log off   System ⏷

Enter

Goods Receipt Purchase Order - Tameria O

Menu ⏷   ◀   Back   Exit   Cancel

Goods Receipt ▼   Purchase Order ▼

General   Vendor

Document Date	11/14/2014
Posting Date	11/14/2014

☐ Collective Slip ▼

Delivery Note

Bill of Lading

> **Note:** *Movement type 101 is ONLY used when Received and Acceptance dates are the same. Movement types 103 and 105 will be used when dates are different.*

w | Restart | Hold | Check | Post | Help

Enter the "Movement Type"

1

GR goods receipt   101 ▢

Movement Type (Inventory Management) (1)

MvT ≜	Text
101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal

101- Movement Type (Same GR and GA dates)

b. DESTINATION

☐ CQA   ☒ X   ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

2-Nov-2014   *Cashmir Mulakhi*

22. RECEIVER'S USE

...ities shown in column 17 were received in ...parent good condition except as noted.

2-Nov-2014   X

DATE RECEIVED

TYPED NAME:

Kushtrim Beqiri

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

Kushtrim Beqiri

Physical copy of PR

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

Goods Receipt Purchase Order - Tameria O'Dell

| Menu ⌄ | | ◀ | Back | Exit | Cancel | System ⌄ | | Show Overview | Restart | Hold | Check | Post | Help |

Goods Receipt ▾ | Purchase Order ▾ | [ ] **2**

GR goods receipt

Purchasing Document Number (1)

▾ | Purchasing Document Per PIIN/SPIIN - Procuremnt Instrmnt ID#

PIIN | W912D1-15-D-7688 | **3**

SPIIN | [ ]

Purchasing Document | [ ]

Maximum No. of Hits | 500

Enter the desired search string

4 ▶ ✖

General | Vendor | 👥

The user has the option to input the GFEBS-generated PO number or to select any other known PO info to locate the correct PO

MATERIAL INSPECTION AND RECEIVING REPORT

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for gathering and maintaining the data needed, and completing and

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABO
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN

PROCUREMENT INSTRUMENT IDENTIFICATION	ORDER NO.	6. INVOICE NO./DATE	
CONTRACT NO. W912D1-15-D-7688	0004	83251639	2-Nov-2014

Purchasing Document Number (1)

▶ | Purchasing Document Per PIIN

| 🔧 | 🔁 | 🔍 | 🔍 | [ ]

PIIN	...	Purch.D
W912D1-15-D-7688		

5 ◀

Double click on contract number or click the green checkmark, then press enter to populate the MIGO screen.

MIGO- Enter Goods Receipt (GR)
(Cont'd)

Example "Movement Type- 101"

6 — Enter Receipt/ Acceptance Date
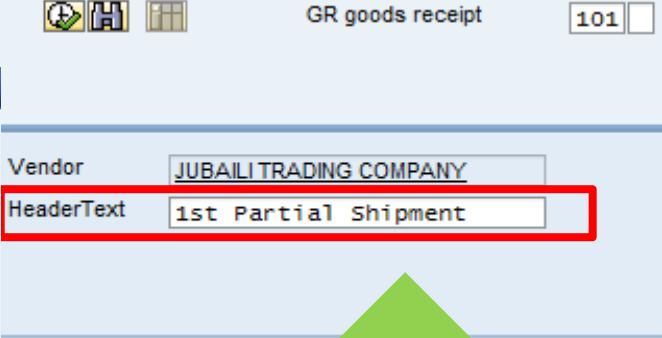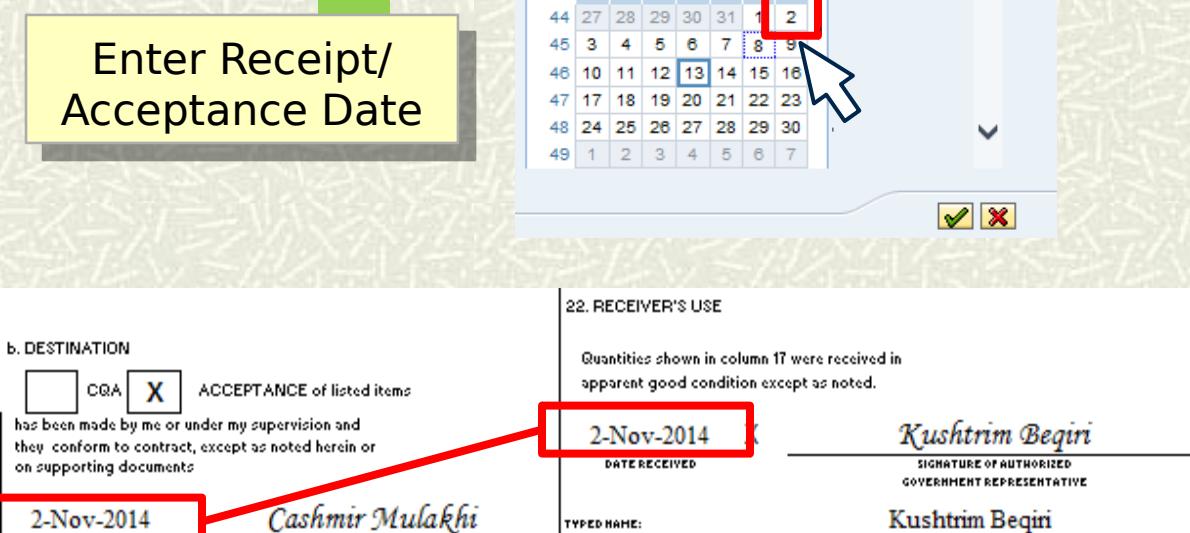
7 — Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
- Final Shipment (1F, 10F)
- Partial Shipment (1P, 10P)

Then Hit Enter

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	F	SLoc	h	Valuation Type	Mo...
1	Jersey Barrier 4'x8' reinforced concrete	☐	70.000					101
2	as Barrier 6'x10' reinforced concrete	☐	150.000					101
3	T-Wall Barrier 12'x6' reinforced concrete	☐	100.000	EA				101

8 Click on the Line Item you want to record as "Received".

Material	**Quantity**		Account Assignment	Customer Data

9 Select the "Quantity" TAB

Qty in Unit of Entry   70.000   EA

10 Ensure the "Qty in Unit of Entry" matches the Receiving Report

Insert Qty

11

Qty in Delivery Note

Quantity Ordered   70.000   EA

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.)		SHIP/REC'D*	UNIT	UNIT PRICE	20. AMOUNT
0001	Jersey Barrier (4' X 8') reinforced concrete		20	EA	320.00	$ 6,400.00
0002	Texas Barrier (6' x 10') reinforced concrete		50	EA	389.00	$ 19,450.00
0	T-Wall Barrier (12'x 6') reinforced concrete		30	EA	856.00	$ 25,680.00

*Physical copy of RR

☑ em OK

12 Click OK

31

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

| Material | Quantity | Where | | ...ccount Assignment | Customer Data |

12 Select "Where" TAB

Movement Type: 101 [ ] + GR for acct assgmnt

Unrestricted u ▼

Plant: ASG-Kuwait

Goods recipient: [ ]

Unloading Point: [ ]

Note: Optional field to enter name of the actual Official that Received/ Accepted the Goods (in accordance with the DD 250

Required field must contain comments related to this Line Item Only.
Examples:
- Partial Goods Received
- All Goods Received
- CLIN Exhausted

Text: Partial Goods Received

13

[ ] Item OK   Line   1

1

If the Receiving Report contains items received for multiple Contract Line Items, the user can navigate to the applicable Line Item by entering it in the "Line" field or may also Double Click on the next Line Item. *(See example to the right)*

Line	Mat. Short Text	OK	Qty in UnE	EUn
1	Jersey Barrier 4'x8' reinforced concrete	✓	20.000	EA
2	Texas Barrier 6'x10' reinforced concrete	✓	50.000	EA
3	TWall Barrier 3'x6' reinforced concrete	✓	30.000	EA

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account	Batch	Valuation Type	Mo...
1	Jersey Barrier 4'x8' reinforced concrete	✓	20.000	EA		76VV0065	ARMY	6100.3230			101
2	Texas Barrier 6'x10' reinforced concrete	✓	50.000	EA		76VV0065	ARMY	6100.3230			101
3	TWall Barrier 12'x6' reinforced concrete	✓	30.000	EA		76VV0065	ARMY	6100.3230			101

It is the responsibility of the user processing the Goods Receipt (GR) to ensure the "Receiving Report" was completed for Goods specified on the Purchase Order (PO). The user must also verify the documentation to determine if the receipt was partial, final or if it exceeds what was agreed upon in the Contract. After all the input has been made for the incoming Receiving Report, ensure the Quantities are accurate and all applicable items are checked as "OK".

*Physical copy of an

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container – container number.)	DESCRIPTION	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001		Jersey Barrier (4' X 8') reinforced concrete	20	EA	320.00	$ 6,400.00
0002		Texas Barrier (6' x 10') reinforced concrete	50	EA	389.00	$ 19,450.00
0		T-Wall Barrier (12'x 6') reinforced concrete	30	EA	856.00	$ 25,680.00

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

After verifying all information is correct, Click the "Check" button.

These are "Warning" messages notifying the user that all ordered Goods are yet to be received (applies to a partial receipt scenario only).

Click the Checkmark to continue.

MIGO- Enter Goods Receipt (GR) (Cont'd)

Example "Movement Type- 101" (Cont'd)

Goods Receipt Purchase Order 4502013785 – Tameria O'Dell

Menu ▾ ◀ Post Back Exit Cancel System ▾ | Show Overview Restart Hold Check Post Help

Goods Receipt ▾ Purchase Order ▾ [   ] [   ] GR goods receipt [101] []

General Vendor 👓

Document Date 11/18/2014 Delivery Note [   ] Vendor JUBAIL TRADING CO.
Posting Date 11/18/2014 Bill of Lading [   ] HeaderText
☐ Collective Slip ▾

Line	Stat...	Mat. S...						Acc
1	○△○	Jers...						00.2
2	○△○	Texa...		EA		76VV0065	ARMY	6100.2
3	○△○	TWall Barrier		EA		76VV0065	ARMY	6100.2

Material Quantity Where Purchase Order Data Partner Account Assign...

☑ Item OK Line [3]

Click "Post" to save your work and record the Receipt against the Purchase Order (PO) — 1

🟩 All Goods have been Received

🔺 Only partial Goods have been Received

🔴 More Goods than ordered have been Received (will not process)

Note: Writing the GFEBS number on the document will ensure better audit trail

5000007697

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO transaction. Must be used to query and identify it in the future.

✅ Material document 5000007697 posted

23. CONTRACT USE ONLY

DD FORM 250, AUG 2000 PREVIOUS EDITIO

ME23N- PO Status After MIGO Input

SPS PO - US Dollars 4502013785 Created by Maria Snelgrove

Menu ◢ | ◄ | Back | Exit | Cancel | System ◢ | Docun

SPS PO - US Dollar ▼ 4502013785 Vendor   SAR15001 JUBAIL

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | **Status** | Cu |

PO Status after MIGO Input

🔲 Active	Ordered	290.000 EA	165,400.00 USD
📄 Not Yet Sent	Delivered	100.000 EA	51,530.00 USD
🚚 Partially Delivered	Still to deliv.	190.000 EA	113,870.00 USD
Σ Not Invoiced	Invoiced	0.000 EA	
	Down paymts		

Note: "Delivered" is the total of all CLINS. Item Detail below shows individual CLINS

Item [10] Jersey Barrier 4'x8' reinforced ▼ ▲ ▼

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** |

Sh. Text ▲	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn
WE	101	5000007697	1	11/14/2014		20.000	0.000	EA		6,400.00	USD		20.000
Tr./Ev. Good					▪	20.000		EA	▪	6,400.00	USD	▪	20.000

MIGO input. Click to view saved transactions (check each CLIN to view their History).

Receiving Report Input Reversal Processes

Receiving Report Reversal

Reversal of a Receipt and/or Acceptance transactions must take place when inaccurate data was processed or erroneous input has been made by the user. The type and order of reversal must be based on the input made during the original transaction.

If a receipt was processed with two transactions: Movement Type-103 (Delivery) then a Movement Type-105 (Acceptance), the Acceptance Must be reversed first then the Receipt.

Examples:

Original Input	**Reversal Transaction(s) in order**
➢ MIGO MT-101 (Receipt and Acceptance)	➢ MIGO MT-102 (Receipt and Acceptance Reversal)
➢ MIGO MT-103 (Receipt)	➢ MIGO MT-104 (Receipt Reversal)
➢ MIGO MT-103 (Receipt) MIGO MT-105 (Acceptance)	➢ MIGO MT-104 (Receipt Reversal) MIGO MT-106 (Acceptance Reversal)

ME23N- Receiving Report Reversal research

PO Research

SAP Easy Access - User Menu

Menu ▲ | **ME23N** | ◄ | Log off | System ▲

Enter ↵

SPS PO - US Dollars 4502007074 Created by Shannon Hicks

Menu ▲ | | ◄ | Back | Exit | Cancel | System ▲ | | Document Overview On | Create | Display/Change | | Other Purchase Order

SPS PO - US Dollar ▼ 4502007074 | Vendor | 02AC8 FISHER MANUFACTURING CO. | Doc. date | 06/14/2012

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. D... | Status | Cu

Purch. Org.   ARMY   S Army Purchasing
Purch. Group   24C   MICC Fort Jackson
Company Code   ARMY   UNITED STATES ARMY

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

Select Document

Pur. Order   4502013785

⦿ Pur. Order
◯ Purch. Requisition

Other Document ✖

ME23N- Receiving Report Reversal research

SPS PO - US Dollars 4502013785 Created by Maria Spelgrove

Access and research the PO History to ensure the correct Receiving Report is being reversed

ME23N- Receiving Report Reversal research

Review the selected Receipt transaction to ensure it matches the document that needs reversal.

MIGO- Receiving Report Reversal

Processing the MIGO Reversal

Note: If the receipt and Acceptance were recorded with "Movement Types" 103 and 105, individual reversals must be input using "Movement Types" 104 and 106.

SAP Easy Access - User Menu

| Menu ▲ | **MIGO** | ◀ | Log off | System ▲ |

Enter

Goods Receipt Purchase Order 45...ria O'Dell
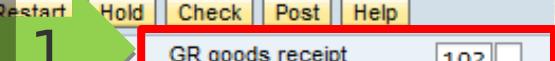
| Menu ▲ | | ◀ | Post | Back | Exit | Can... | Restart | Hold | Check | Post | Help |

| Goods Receipt ▼ | Purchase Order ▼ | 4502013785 | | | | | GR goods receipt | 102 |

Select applicable "Movement Type" Reversal code

1

2

General | Vendor | 👥

Enter PO Number and press Enter

☐ Collective Slip ▼

Movement Type (Inventory Management) (1)

MvT ≜	Text
101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal

The screen will populate with the applicable PO and Receiving Report information

General | Vendor | 👥

| Document Date | 11/14/2014 | Deliver... |
| Posting Date | 11/14/2014 | Bill of l... |

☐ Collective Slip ▼

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	Jersey Barrier 4'x8' reinforced concrete	☐	30.000	EA		76VV0065	ARMY	6100.2571
2	Texas Barrier 6'x10' reinforced concrete	☐	70.000	EA		76VV0065	ARMY	6100.2571
3	TWall Barrier 12'x6' reinforced concrete	☐	90.000	EA		76VV0065	ARMY	6100.2571

MIGO- Receiving Report Reversal
(Cont'd)

3

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
- Erroneous Input
- Duplicate Receipt Input

Check the "Item OK" box
NOTE: *Steps 4 and 5 must be done to all the Line Items)*

5

Required field that must contain comments related to this Line Item Only.
Examples:
- Erroneous Input
- Duplicate Receipt Input

4

MIGO- Receiving Report Reversal (Cont'd)

Goods Receipt Purchase Order 4502013785 - Tameria O'Dell

| Menu ▾ | | ◄ | Post | Back | Exit | Cancel | System ▾ | | Show Overview | Restart | Hold | Check | Post | Help |

Goods Receipt ▾ | Purchase Order ▾ | | ⊕ 🖫 ▦ | GR for PO reversal | 102

General | Vendor | 🐢

Document Date	11/14/2014	Delivery Note		Vendor	JUBAILI TR... COM
Posting Date	11/14/2014	Bill of Lading		HeaderText	Erroneo... ut ...sal
☐ Collective Slip ▾					

6 **7**

The User has an option to "Check" their work prior to "Posting"

Line	Stat...	Mat. Short Text						Cos...	Busi...	G/L Ac
1	⬤⬤⬛	Jersey Barrier 4'x8' reinforced concrete		☑	20.000			...76	ARMY	6100.
2	⬤⬤⬛	Texas Barrier 6'x10' reinforced concrete		☑						
3	⬤⬤⬛	TWall Barrier 12'x6' reinforced concrete		☑						

Click "Post" to save your work and record the Receipt Reversal against the Purchase Order

🖶 🗑 | | 🔍🔍 | 🗑 Delete | 📋 Contents | ✂ | 🗒📝📄

		ta	Partner	Account Assig...

Note: Writing the GFEBS number on the document will ensure better audit trail.

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction.   Must be used to query and identify it in the future.

Stock type

ASGK 🗝

🖹🖹 ☑ Item OK | Line | 3 🗝🗀

✅ Material document 5000007701 posted

23. CONTRACTOR USE... **5000007697**
5000007701

DD FORM 250, AUG 2000 | PREVIOUS EDITIO

ME23N- PO Status after MIGO Reversal

SPS PO - US Dollars 4502013785 Created by Maria Snelgrove

| Menu ▲ | | ◀ | Back | Exit | Cancel | System ▲ | | Document Overview On | Create | Display/Change | Other Purchase O |

SPS PO – US Dollar ▼ 4502013785   Vendor   SAR15(

| Delivery/Invoice | Conditions | Texts | Address | Comm | | **Status** |

PO Status after MIGO Reversal Input

ℹ️ Active	Ordered	290.000 EA	165,400.00 USD
🗋 Not Yet Sent	Delivered	0.000 EA	0.00 USD
🚚 Not Delivered	Still to deliv.	290.000 EA	165,400.00 USD
Σ Not Invoiced	Invoiced	0.000 EA	0.00 USD
	Down paymts		0.00 USD

| Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts |

Short Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.cur	Σ Qty in OPUn	DelCostQty ((
WE	102	5000007701	1	11/14/2014	20.000-	0.000	EA	6,400.00-	USD	20.000-	
WE	1	0007697	1	11/14/2014	20.000	0.000		6,400.00	USD	20.000	
Tr./Ev. Good					0.000			0.00	USD	0.000	

MIGO Reversal input. Click to view saved transaction

Negative values indicate a "Credit" toward "Goods Receipts"

ME23N- Receiving Report Reversal research

PO Research – MT 106 & 104

SAP Easy Access - User Menu

Menu ▲ | **ME23N** | ◀ | Log off | System ▲

Enter ↵

Menu ▲ | | ◀ | Back | Exit | Cancel | System ▲ | | Document Overview On | Create | Display/Change | **Other Purchase Order** | Print Preview | M

SPS PO - US Dollar ▼ 4502013785 Vendor SAR15001 JUBAILI TRADING COMPANY Doc. date 09/17/2014

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. D | Status | Customer Data |

Purch. Org. ARMY 🗗 S Army Purchasing
Purch. Group 2D1 ACA KUWAIT (408TH)
Company Code ARMY UNITED STATES ARMY

If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group
	10	K			Jersey Barrier 4'x8' reinforce	50.000	EA	D	10/31/2015	320.00	USD	1	EA	Equip Maint by
	20	K			Texas Barrier 6'x10' reinforce	120.000	EA	D	10/31/2015	389.00	USD	1	EA	Equip Maint by
	30	K			TWall Barrier 12'x6' reinforce	120.000	EA	D	10/31/2015	856.00	USD	1	EA	Equip Maint by

ME23N- Receiving Report Reversal research

SPS PO - US Dollars 4502013185 Created by Maria Snelgrove

Access and research the PO History to ensure the correct Receiving Report is being reversed

ME23N- Receiving Report Reversal research

Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions	Account Assignment	**Purchase Order History**	Texts

Short Text	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Order
WE	105	5000007691	1	11/13/2014		4.000	0.000	EA		26,172.84	USD		4.000	0.000	EA
WE	103	5000007690	1	11/13/2014		0.000	0.000	EA		0.00	USD		0.000	0.000	EA
Tr./Ev. Good					▪	4.000		EA	▪	26,172.84	USD	▪	4.000		EA

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

PROCUREMENT INSTRUMENT IDENTIFICATION CONTRACT NO.	ORDER NO.	6. INVOICE NO./DATE	7. PAGE	OF	ACCEPTANCE FORM
W912D1-15-P-0404		526304 13-Nov-14	1	1	

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L		5. DISCOUNT TERMS
		TCN		NET 30

9. PRIME CONTRACTOR CODE	SCG07	10. ADMINISTERED BY

AL AHLIYA GENERAL TRADING
Block 1, Ardiya Area
Kuwait City   KU 13098

Contracting Office BLDG. -344
Red Ball Express Road
APO AE 09366

11. SHIPPED FROM (If other than 9) CODE

DSSN 8850

50000 07691 50000 07690

PO - US Dollars **4502013185 Created by Maria Snelgrove**

◀ | Back | Exit | Cancel | System ▲ | Document Overview On | Create | Display/Change | Other Purchase

PO - US Dollar ▼ 4502013185	ndor	SCG07003 LIBERTY AL AHLIYA GENER	Doc. date	09/04/2014

Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
					4.000	EA	D	10/31/2015	6,543.21
					3.000	EA	D	10/31/2015	31,401.80
30	K			2010 Reinert generator, 100HP	2.000	EA	D	10/31/2015	53,020.98

> Review the selected Receipt transaction to ensure it matches the document that needs reversal.

MIGO- Receiving Report Reversal

Processing the MIGO Reversal MT-106

Note: If the receipt and Acceptance were recorded with "Movement Types" 103 and 105, individual reversals must be input using "Movement Types" 106 then

SAP Easy Access - User Menu

Menu ▲ | **MIGO** | ◄ | Log off | System ▲

Enter

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

Menu ▲ | | ◄ | Post | Back | Exit | Cancel | | old | Check | Post | Help

Goods Receipt ▼ | Purchase Order ▼ | 4502013185 | | GR from blocked rev. | 106

General | Vendor | 👥

Select applicable "Movement Type" Reversal code

1

y Management) (1)

2

Enter PO Number and press Enter

MvT ≜	Text
101	Goods receipt for purchase order into warehouse/stores
102	Goods receipt for purchase order into warehouse - reversal
103	Goods receipt for purchase order into GR blocked stock
104	Goods receipt for purchase order -> GR blkd stock - reversal
105	Release GR blocked stock for warehouse
106	Release GR blocked stock for warehouse - reversal
107	Goods receipt to valuated blocked stock
108	Goods receipt to valuated blocked stock - reversal

The screen will populate with the applicable PO and Receiving Report information

General | Vendor | 👥

Document Date | 11/14/2014 | Delivery Not
Posting Date | 11/14/2014 | Bill of Lading
☐ Collective Slip ▼

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	Miller Sturdy concrete saw (HG361)	☐	4.000	EA		76V 0065	ARMY	6100.310A
2	1990 Reiniert generator, 50 HP	☐	3.000	EA		76V 0065	ARMY	6100.310A
3	2010 Reiniert generator, 100HP	☐	2.000	EA		76V 0065	ARMY	6100.310A

MIGO- Receiving Report Reversal (Cont'd)

Goods Receipt ▼ | Purchase Order ▼ | 4502013185 | GR from blocked rev. | 106

| General | Vendor |

Document Date: 11/14/2014   Delivery Note   Vendor: LIBERTY AL AHLIYA GENERAL TRA
Posting Date: 11/14/2014   Bill of Lading   HeaderText: **Erroneous Input Reversal**
☐ Collective Slip ▼

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	Miller Sturdy concrete saw (HG361)	☐	4.000	EA		76VV0065	ARMY	6100.310A
2	1990 Reiniert generator, 50 HP	☐	3.000	EA		76VV0065	ARMY	6100.310A
3	2010 Reiniert generator, 100HP	☐	2.000					

3

Delete | Conte

| Material | Quantity | **Where** | Purchase Order Data | Partne

☐ GR acc.ass.blckd rev   Stock

Kuwait   ASGK

Unload... nt

Text... : Erroneous Input Reversal

☑ Item OK   Line   1

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
- Erroneous Input
- Duplicate Receipt Input

Check the "Item OK" box
***NOTE**: Steps 4 and 5 must be done to all the Line Items)*

5

Required field that must contain comments related to this Line Item Only.
Examples:
- Erroneous Input
- Duplicate Receipt Input

4

MIGO- Receiving Report Reversal
(Cont'd)

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ▲ | ◀ | Post | Back | Exit | Cancel | System ▲ | | Show Overview | Restart | Hol | Check | Post | Help |

Goods Receipt ▼ Purchase Order ▼   [blank] [blank]   ⊙ H ▦   into blocked stck   106

6

7

General **Vendor** 👥

The User has an option to "Check" their work prior to "Posting"

Document Date 11/08/2014

Posting Date 11/13/2014

📄 ☐ Collective Slip ▼

Bill of Lading   HeaderText   1st Partial Shipm

Click "Post" to save your work and record the Receipt Reversal against the Purchase Order

Line	Stat...	Mat. Short Text		OK	Qty in UnE	EUn	SLoc	Cost Center	Busi	G/L Account	Batch	Valuation Type	Mo...
1	☐☐☐	Miller Sturdy concrete saw (HG361)		☑	4.000	EA							103
					3.000	EA							103
					2.000	EA							03

Note: Writing the GFEBS number on the document will ensure better audit trail.

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction.   Must be used to query and identify it in the future.

23. CONTRACTOR USE ONLY

50000
500000
0769000
7691
07702

DD FORM 250, AUG 2000   PREVIOUS EDITIO

☑ Material document 5000007702 posted

MIGO- Receiving Report Reversal
(Cont'd)

Goods Receipt ▼ | Purchase Order ▼ | | | 🔍💾 🎞 | GR from blocked rev. | 106

General | Vendor | 🐵

Document Date	11/14/2014	Delivery Note		Vendor	LIBERTY AL AHLIYA GENERAL TRA
Posting Date	11/14/2014	Bill of Lading		HeaderText	Erroneous Input Reversal
	☐ Collective Slip ▼				

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...	G/L Account
1	Miller Sturdy concrete saw (HG361)	☑	4.000	EA		76VV0065	ARMY	6100.310A
2	1990 Reiniert generator, 50 HP	☑	3.000	EA		76VV0065	ARMY	6100.310A
3	2010 Reiniert generator, 100HP	☑	2.000	EA		76VV0065	ARMY	6100.310A

🖨🖥 | | 🔍🔃 | 🗑 Delete | 📋 Content

3

Required field that allows the user to add explanations or notes which apply to the document as a whole (not only certain line items.)
Examples:
- Erroneous Input
- Duplicate Receipt Input

re | Purchase Order Data | Partner

☐ GR acc.ass.blckd rev | Stock ty

uwait | ASGK | 🙎 Duplicate Receipt Input

Check the "Item OK" box
***NOTE**: Steps 4 and 5 must be done to all the Line Items).*

Line Items **5**

Goods re...t |
Unload... |
Text | Erroneous Input Reversal

4

Required field that must contain comments related to this Line Item Only.
Examples:
- Erroneous Input
- Duplicate Receipt Input

🔃🔃 | ☑ Item OK | Line | 1 🔃🔃

MIGO- Receiving Report Reversal

Processing the MIGO Reversal MT-104 *Note:* *If the receipt and Acceptance were recorded with "Movement Types" 103 and 105, individual reversals must be input using "Movement Types" 106 then 104.*

SAP Easy Access - User Menu

Menu ◢ | **MIGO** | ◀ | Log off | System ◢

Enter

Goods Receipt Purchase Order - Tameria O'Dell

Menu ◢ | [ ] | ◀ | Back | Exit | Cancel | Sy | Hold | Check | Post | Help

Goods Receipt ▼ | Purchase Order ▼ | 4502013185

Select applicable "Movement Type" Reversal code

GR from blocked rev. | 104

1

General | Vendor | 🔍

Document Date | 11/14/2014 | Deliv...ote

2

Enter PO Number and press Enter

Movement Type (Inventory Management) (1)

MvT	▵	Text
101		Goods receipt for purchase order into warehouse/stores
102		Goods receipt for purchase order into warehouse - reversal
103		Goods receipt for purchase order into GR blocked stock
104		Goods receipt for purchase order -> GR blkd stock - reversal
105		Release GR blocked stock for warehouse
106		Release GR blocked stock for warehouse - reversal
107		Goods receipt to valuated blocked stock
108		Goods receipt to valuated blocked stock - reversal

The screen will populate with the applicable PO and Receiving Report information

General | Vendor | 🔍

Document Date | 11/14/2014 | Delivery Note
Posting Date | 11/14/2014 | Bill of Lading
📄 ☐ Collective Slip ▼

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	Cost Center	Busi...
1	Miller Sturdy concrete saw (HG361)	☐	4.000	EA		76VV0065	ARMY
2	1990 Reiniert generator, 50 HP	☐	3.000	EA		76VV0065	ARMY
3	2010 Reiniert generator, 100HP	☐	2.000	EA		76VV0065	ARMY

MIGO- Receiving Report Reversal (Cont'd)

Goods Receipt Purchase Order 4502013185 - Tameria O'Dell

| Menu ▲ | | ◄ | Post | Back | Exit | Cancel | System ▲ | | Show Overview | Restart | Hold | Check | Post | Help |

Goods Receipt ▼   Purchase Order ▼ [ ] [ ]   ⊕ 💾 ⊞   GR to blocked rev.   [104] [ ]

General   **Vendor**   👥

Document Date   11/14/2014   Deliv
Posting Date   11/14/2014   Bill of

☐ Collective Slip ▼

6

7

The User has an option to "Check" their work prior to "Posting"

Click "Post" to save your work and record the Receipt Reversal against the Purchase Order

Line	Stat...	Mat. Short Text	OK				
1	🔴🟠🟢	Miller Sturdy concrete saw (HG361)	✓				OA
2	🔴🟠🟢	1990 Reiniert generator, 50 HP	✓	3.000	EA	76VV0065	ARMY 6100.310A
3	🔴🟠🟢	2010 Reiniert generator, 100HP	✓	2.000	EA	76VV0065	ARMY 6100.310A

Note: Writing the GFEBS number on the document will ensure better audit trail.

System Notification to alert the user the transaction was successfully saved. This number is permanently assigned to the MIGO Reversal transaction. Must be used to query and identify it in the future.

5000007690
5000007691
5000007702
5000007703

📄 Contents   ✂️

Partner   Accoun 23. CONTRACTOR ☐ ☐

Plant   -Kuwait   ASGK   👤

DD FORM 250, AUG 2000   PREVIOUS EDITIO

☑️ Material document 5000007703 posted

ME23N- PO Status after MIGO Reversal

SPS PO - US Dollars 4502013185 Created by Maria Snelgrove

PO Status after MIGO Reversal Input

MIGO Reversal input. Click to view saved transaction

Negative values indicate a "Credit" toward "Goods Receipts"

Service Entry Sheets (SES)

Service Entry Sheets (SES)

   Service Entry Sheets (SES) are processed in GFEBS in lieu of a Goods Receipt (MIGO) transaction to record the receipt of "Services Performed". This transactions can only be processed against a "Service Type" contract in GFEBS.

   "Service Contract" means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-personal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis.

Examples may include: Maintenance, Repairs, Salvage

Service Entry Sheets (SES)
(Cont'd)

Service type Contracts are identifiable in GFEBS by a series of special codes utilized during the creation of the Purchase Order (PO). Only PO's with the below data will be capable of accepting the recording of Receipt/Acceptance of services through Service Entry Sheet processing. See the below example:

Item Cat. (Category) code: All Service type contracts must have a Code of "D" (Service)

PO Quantity: Will always be "1"

Order UoM (Unit of Measure): Will always be "AU" (Activity Unit)

🗀	🔲	S...	Itm	A	T	Material	Short Text	PO Quant...		OUn	C	D... ...e	Net Price	Curre...	Per	OPU
	🟨		10	K	D		Removal of asbestos (Bldg 1)		1	AU	D	10/31/2015	12,950.00	USD	1	AU
	🟨		20	K	D		Removal of lead based paint (		1	AU	D	10/31/2015	9,356.11	USD	1	AU

ML81N - Entry Service Sheet Input

Only to be utilized for "Service Type" Contracts

Note: Demonstrate using Walkthrough PO 2

SAP Easy Access - User Menu

Menu ▲ **ML81N** ◄ | Log off | System ▲

Enter

1000001093 Display Entry Sheet

Menu ▲ | | ◄ | Back | Exit | System ▲ | Other Purchase Order

⊙⊙⊙ Accepted

10 ✎

> **1** If the desired PO is not displayed, Click "Other PO" and enter the applicable PO number

After entering the PO number, the "TREE" becomes available by clicking the "Tree On/Off" icon.

Vals | Long Txt | History

Select Purchase Order/Entry Sheet

Purchase Order | 4502013253
Entry Sheet |

☐ Always display at start

> **2** Enter the applicable GFEBS PO number and CLIN (if known)

the le| Tree On/Off |f the screen will display the available Service Contract CLINs . This allows for the selection of the applicable PO for SES input

> **3** ✓ ✗

H Σ ▲ | ▦ ▲ | �

Purchase Orders/Entry Sheets
 🔧 Removal of lead based paint (Bldg 1)
 🔧 Removal of asbestos (Bldg 1)

ML81N – Entry Service Sheet Input (Cont'd)

Service Entry Against Purchase Order 4502013253 00010

Menu ▾ | ◄ | Back | Exit | System ▾ | Other Purchase Order | Tree On/Off | Create Entry Sheet
☐ Returns Indicator

Entry Sheet
For Purchase Order 4502013253
Short Text

Once the correct PO is displayed, Click "Create Entry sheet" 4

1000001107 Create Entry Sheet

Menu ▾ | ◄ | Save | Back | Exit | Cancel | System ▾ | Other Purchase Order | Tree On/Off
☐ Returns Indicator

| Basic Data | Accept. Data |

Entry Sheet 1000001107 ●○○ No acceptance
For Purchase Order 4502013253 10
Short Text Asbestos Removal, 1st Partial Bill

Acct Assgt Cat.
External Number

Select "Accept. Data" Tab

▶ Service Loc.
📅 Period

5 **Enter comments regarding the receipt of the services (will apply to all CLINs being received)**

6 | Accept. Data | Vals | Long Txt | History |

Acct Assgt Cat. GFEBS Cost Cen ▾
External Number   📅 Price Ref. 11/14/2
▶ Service Loc.   👥 PRsp. Intern.
📅 Period   -   👥 PRsp. Extern.

Line	D...	P	C	U	Service
10	☐	☐	☐	☐	
20	☐	☐	☐	☐	
30	☐	☐	☐	☐	

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE
0001	Removal of asbestos (Bldg 1)	1	AU	1,079.17
0002	Removal of lead based paint (Bldg 1)	1	AU	779.68
	Period of Performance (POP): 1-31 October 2015			

ML81N – Entry Service Sheet Input (Cont'd)

1000001107 Create Entry Sheet

Menu ◢ | ◀ | Save | Back | Exit | Cancel | System ◢ | Other Purchase Order | Tree On/Off

Entry Sheet

For Purchase Order

Short Text

Receiving Report "Acceptance Date" *(the transaction will ultimately be recorded as a "101-Movement Type" receipt*

7

Basic Data | Vals | Long Txt | History

Doc. 11/09/2014

Posting 11/14/2014

8 Always Today's date

Reference

Doc. Text

---

b. DESTINATION

☐ CQA ☒ X ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

9-Nov-14 *Michael Hernandez*

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

*Physical copy of RR

9-Nov-14 X *Mathew P. Alexander*

DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME: Mathew P. Alexander

ML81N – Entry Service Sheet Input (Cont'd)

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy
10	☐	☐	☐	☐		Asbestos Removal, 1st Partial Bill	1	AU	1079.17	USD
20	☐	☐	☐	☐						USD
30	☐	☐	☐	☐						USD

Enter: Short Text, Quantity, Unit of Measure and Gross Price from receiving Report

15.	16. STOCK/PART NO. DESCRIPTION	17. QUANTITY	18.		20.
ITEM NO.	(Indicate number of shipping containers - type of container - container number.)	SHIP'ED	UNIT	UNIT PRICE	AMOUNT
0001	Removal of asbestos (Bldg 1)	1	AU	1,079.17	$ 1,079.17

*Physical copy of RR

Enter

9

PRESS ENTER to activate the ACCEPT button

Note: Ensure line item(s) from the receiving report match the correct line item(s) line in GFEBS

ML81N – Entry Service Sheet Input (Cont'd)

1000001107 Create Entry Sheet

| Menu ▲ | | ◀ | Save | Back | Exit | Cancel | System ▲ | | Other Purchase Order |

Entry Sheet — 1000001107 — ◯◯◼ Accepted

For Purchase Order — 4502013253 | 10 — 🖉

Short Text — Asbestos R____ 1st Partial Bill

If the above entries are accurate, Click "Accept"

10 [...] y Sheet | Accept

Note: Once Accepted and Saved, the Acceptance indicator will turn to "Green" on the display and in the Service Entry "Tree"

1

Click "Save"

▼ 🗁 Removal of asbestos (Bldg 1)
   ◼ Asbestos Removal, 1st Partial Bill

No message record could be found for output of message.

? Save anyway?

| Yes | No | ✖ Cancel |

The entry sheet transaction will be recorded and posted

Note: Writing the GFEBS number on the document will ensure better audit trail.

5000007704
1000001107

Create an Entry Sheet for all lines of the contract

☑ Service entry sheet saved, acceptance document 5000007704 posted

DD FORM 250, AUG 2000   PREVIOUS EDITION IS O...

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPH...

ME23N – PO Status After ML81N Input

🔷 Active	Ordered	22,306.11	USD
📄 Not Yet Sent	Delivered	1,858.85	USD
🚚 Partially Delivered	Still to deliv.	20,447.26	USD
Σ Partially Invoiced	Invoiced	1,858.85	USD
	Down paymts	0.00	USD

PO Status after ML81N Input

1000001107 Display Entry Sheet

Menu ◢ | ◀ Back Exit System ◢ |

Entry Sheet   1000001107   ⚪⚪🟢 Accepted
For Purchase Order   4502013253   10
Short Text

Display Material Document 5000007704 - Tameria O'De...

Menu ◢ | ◀ Back Exit Cancel System ◢ | Show Overview Restart Hold

Display ▼ Material Documen ▼ 5000007704 2014

| General | Vendor | 👥 | Doc. info |

Document Date	11/09/2014	Delivery Note		Vendor	JUBAIL
Posting Date	11/14/2014	Bill of Lading		HeaderText	

☐ Collective Slip ▼

Line	Mat. Short Text	Qty in UnE	EUn	SLoc
1	Asbestos Removal, 1st Partial Bill	1	AU	

ML81N input creates two PO entries: one for the "Receipt" (recorded as MT -101) and the other for the SES document. Click to view saved transactions

| Services | Limits | Material Data | Qu... |

Short Text	MvT	Material Document	Item	Po...	qu...
WE	101	5000007704			
Tr./Ev. Good					
Lerf		1000001107			
Tr./Ev. Servi					

Service Entry Sheets (SES) Reversal Processes

ML81N – Entry Service Sheet Reversal

SAP Easy Access –

Enter

Menu ▲ **ML81N**

Service Entry Against Purchase Order 4502013181 00

Menu ▲ [_____] ◄ Back Exit System▲ Other Purchase Order

Entry Sheet [_____]

For Purchase Order 4502013181 20 🔍

1

☐ Returns Indicator

After entering the correct PO number, the "Tree" may appear on the left hand side or the user may have to prompt it by Clicking "Tree On/Off". This allows for the selection of the applicable SES for reversal.

Select Purchase Order/Entry Sheet ✖

Purchase Order [4502013253]

Entry Sheet [_____]

Enter the applicable GFEBS PO number and CLIN (if known)

2

☑ Always display at start

3 ✔ ✖

Vals Long Txt History

🔢 Pric

👥 PRs

👥 PRs

e No.	Short Text	Quantity	Un	Gross Price
		0.000		0.00
				0.00
▼ 🔷 Removal of asbestos (Bldg 1)				0.00
🟩 Asbestos Removal, 1st Partial Bill				0.00

ML81N – Entry Service Sheet Reversal (Cont'd)

Acceptance Reversal

1000001107 Change Entry Sheet

Menu ▲ | Save | Back | Exit | Cancel | System ▲ | Other Purchase Order | Tree On/Off | Display <-> Change

Entry Sheet: 1000001107   ⬤⬤🟩 Accepted   ☐ Returns Indicator

For Purchase Order: 4502013253 10

Short Text: Asbestos Removal, 1st Partial Bill

> Click "Display Change" to switch from "View only" to "Document Change"
>
> **4**

> Once available Click "Revoke Acceptance"
>
> **5**

Other Purchase Order | Tree On/Off | Revoke acceptance

☐ Returns Indicator

1000001107 Change Entry Sheet

> Click "Save" to record the reversed Acceptance
>
> **6**

Save | Back | Exit | Cancel | System ▲ | Other Purchase Order | Tree On/Off | Display <-> Change

1000001107   ⬤△⬤ Accept

4502013253 10

Short Text: Asbestos Removal, 1st Partial Bill

Basic Data | Accept. Data | Vals | Long Txt | H

Doc.

Refe

Doc. Text

Entry Sheet 1000001107

No message record could be found for output of message.

Save anyway?

> Select "Yes" to record the transaction and add remarks
>
> **7**

Yes | No | ✖ Cancel

ML81N – Entry Service Sheet Reversal (Cont'd)

Header Data: Acceptance Document

Document Date	11/09/2014
Posting Date	11/14/2014
Reference	
Document Header Text	Due to inaccurate input

8 Enter reason for "Acceptance Reversal"

9 Click Check mark

You may access the PO at this point (ME23N) to view the status after the processed "Acceptance Reversal". The original input and the reversal bring the "Goods Receipt" total to "0". Note that the "Service Entry" remains. See next slide for "SES Deletion"

Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.cur
WE	102	5000007706	1	11/14/2014				1,050.52-	USD
WE	101	5000007704	1	11/14/2014				1,050.52	USD
Tr./Ev. Good							▪	0.00	USD
Lerf		1000001107		11/14/2014				1,050.52	USD
Tr./Ev. Servi							▪	1,050.52	USD

ML81N – Entry Service Sheet Reversal (Cont'd)

Deletion of Service Entry Sheet
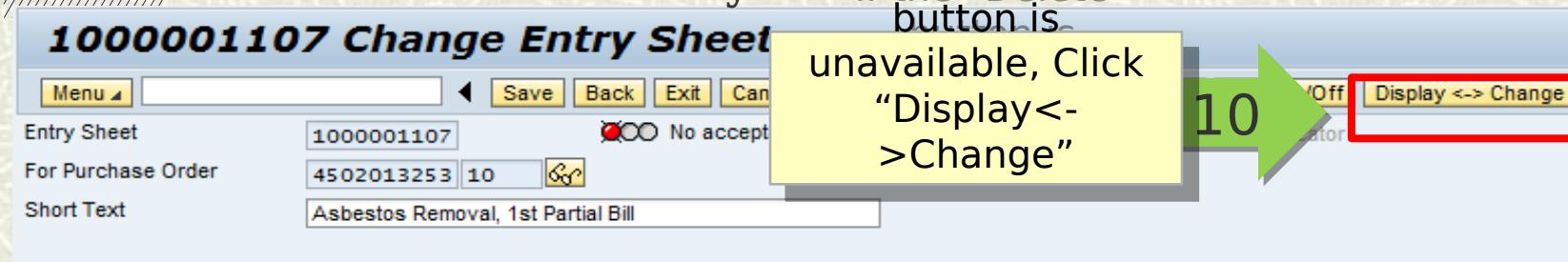
If the "Delete" button is unavailable, Click "Display<->Change"

1000001107 Change Entry Sheet

| Menu ◢ | | ◀ | Save | Back | Exit | Can... | | | /Off | Display <-> Change |

🔴⚪⚪ No accept...

10

Entry Sheet	1000001107
For Purchase Order	4502013253	10	👓
Short Text	Asbestos Removal, 1st Partial Bill
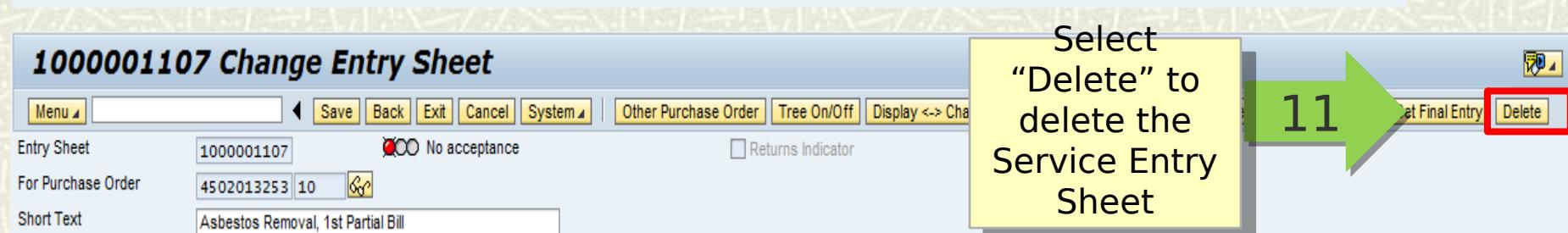
Select "Delete" to delete the Service Entry Sheet

1000001107 Change Entry Sheet

| Menu ◢ | | ◀ | Save | Back | Exit | Cancel | System ◢ | | Other Purchase Order | Tree On/Off | Display <-> Cha... | | et Final Entry | Delete |

🔴⚪⚪ No acceptance   ☐ Returns Indicator

11

Entry Sheet	1000001107
For Purchase Order	4502013253	10	👓
Short Text	Asbestos Removal, 1st Partial Bill
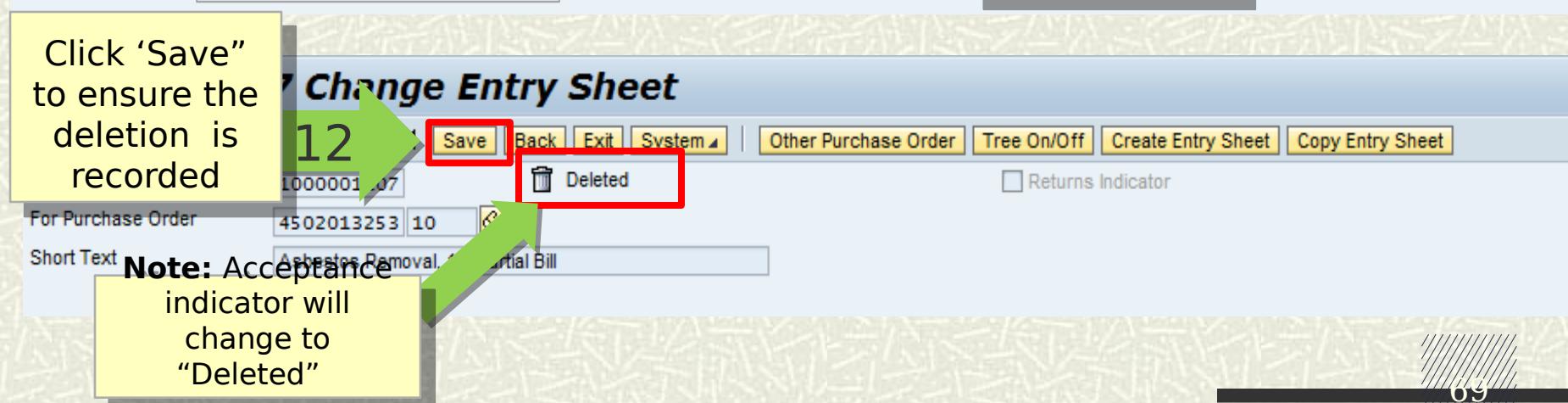
Click 'Save" to ensure the deletion is recorded

...7 Change Entry Sheet

12

| Save | Back | Exit | System ◢ | | Other Purchase Order | Tree On/Off | Create Entry Sheet | Copy Entry Sheet |

🗑 Deleted   ☐ Returns Indicator

	1000001..07
For Purchase Order	4502013253	10	🖉
Short Text	Asbestos Removal, ... artial Bill

Note: Acceptance indicator will change to "Deleted"

ME23N – PO Status After ML81N Reversal

PO Status after ML81N Reversal and deletion Input

Sh. Text	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit
WE	102	5000007706	1	11/14/2014						1,050.52-	USD				
WE	101	5000007704	1	11/14/2014						1,050.52	USD				
Tr./Ev. Good									▪	0.00	USD				
Lerf		1000001107		11/14/2014						1,050.52	USD				
Tr./Ev. Servi									▪	1,050.52	USD				

ML81N "Acceptance" Reversal input.

Note that the Service Entry Sheet value was decreased to "0" after deletion.

70

Check on Learning

Who in the CVS Section has the ability (GFEBS Role) to process "Goods Receipts"?

CVS Analyst   CVS Technician
CVS Clerk   Senior CVS Analyst

➢ **What T-Code is utilized to process a "Goods Receipt"?**
MIGO- Enter Goods Receipt (GR)

➢**If the "Receipt Date" and "Acceptance Date" are different on the receipt documentation, what "Movement Type(s)" must the user process to record this receipt?**
MT- 101
MTs- 103 then 105

➢ **What does this symbol indicate after "Checking" and/or "Posting" a GR?**
Only partial goods have been received.

➢ **Where can a user go to view the status of the PO after a MIGO input?**
ME23N- Display Purchase order (PO), Purchase Order History.

What T-Code is utilized to "Reverse" a MIGO transaction?
MIGO- Enter Goods Receipt (GR). Must utilize the correct reversal "Movement Types".

➢**If a Goods Receipt was processed with different Receipt and Acceptance dates, what "Movement Type(s)" must be utilize to reverse it and in what order?**
MT- 103
MTs- 106 then 104
MTs- 104 then 106

➢ **What steps, and it what order, should a Service Entry sheet be**
eliminated?
1. Revoke Acceptance
2. Delete Service entry sheet

➢**What portions of the "Item Overview" indicate that a SES transaction is required to record receipt of services?**
The "Item Category" is "D" (Service), the "Quantity Ordered" is "1" and the "Unit of Measure (UoM)" is "AU" (Activity Unit).

➢**Once properly saved, the SES "Acceptance" portion of the input will be recorded as what type of "Movement Type"?**
MT- 101 (same Receipt and Acceptance dates)

ere can a user go to view the status of the PO after a ML81N input?
ME23N- Display Purchase Order (PO), Purchase Order History

➢**If processed correctly, what entries will the PO history have available for the SES transaction? What are they?**
"Goods Receipt" (Acceptance) and "Service Entry" entries.

➢**What is a good practice after GFEBS provides the user with the GFEBS-generated "Document Number" after "Posting" is accomplished?**
Write the number on the document or other supporting ledger.

Check on Learning (Cont'd)

Sh. Text	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	101	5000007686	1	11/25/2014		6.000	0.000	EA		2,100.00	USD
Tr./Ev. Good					▪	6.000		EA	▪	2,100.00	USD
RE-L		5105603394	1	11/26/2014		6.000	0.000	EA		2,100.00	USD
Tr./Ev. Invoic					▪	6.000		EA	▪	2,100.00	USD

➢ **Have Goods been "Received and Accepted" for this Purchase Order? How can you tell?**
Yes. A MIGO transaction with MT-101 was processed.

➢ **What does the "MvT" code of "101" say about the dates on the Receiving Report?**
The Receipt and Acceptance dates are the same.

Short Text	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur	Σ	Qty in OPUn
WE	103	5000007725	2	12/02/2014		0.000	0.000	EA		0.00	USD		0.000
WE	102	5000007671	2	11/18/2014		50.000-	0.000	EA		19,450.00-	USD		50.000-
WE	101	5000007670	2	11/14/2014		50.000	0.000	EA		19,450.00	USD		50.000
Tr./Ev. Good					▪	0.000		EA	▪	0.00	USD	▪	0.000

➢ **Why would this PO History not have a Goods Receipt "Total" even though MIGO transactions have been posted against it?**
The MT-105 MIGO (Acceptance) has not been processed.

Check on Learning (Cont'd)

Sh. Text ▲	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	102	5000007726	1	11/26/2014						1,050.52-	USD
WE	101	5000007714	1	11/26/2014						1,050.52	USD
Tr./Ev. Good									▪	0.00	USD
Lerf		1000001098		11/26/2014						1,050.52	USD
Tr./Ev. Servi									▪	1,050.52	USD

➢ **This Service Contract has a Service Entry sheet processed against. Why does the "Goods Receipt" not have a total?**
The "Acceptance" was revoked but the SES was never deleted.

Sh. Text ▲	MvT	Material Document	Item	Posting Date	Σ	Quantity	Delivery cost quantity	OUn	Σ	Amount in LC	L.cur
WE	102	5000007726	1	11/26/2014						1,050.52-	USD
WE	101	5000007714	1	11/26/2014						1,050.52	USD
Tr./Ev. Good									▪	0.00	USD
Lerf		1000001098		11/26/2014						0.00	USD
Tr./Ev. Servi									▪	0.00	USD

➢ **This PO history appears to have a SES saved against it. Why would it not have a "Service Entry" total?**
The SES was deleted.

➢ **What does the "100.00-" (negative value) say about this transaction?**
It indicates a "Reversal".

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/wiki/Portal:GFEBS

tment of Defense Financial Management Regulation (DoDFMR)

http://www.dod.mil/comptroller/fmr

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS
?

GFEBS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM